

GUIDELINE 2-8 RESPITE

PROGRAM DEFINITIONS AND STANDARDS FOR RESPITE SUPPORTS

General Definition:

The purpose of respite supports is to provide intermittent, time limited support to eligible persons living in the natural family home as a means of providing relief to the parents and/or primary caretakers to prevent out-of-home placement. Respite is provided to alleviate the stress and exertion associated with continuous care of a family member with disabilities. Respite is provided for persons who are unable to care for themselves because of the absence or need for relief of the parents/primary caretakers.

1. **Parent Managed Hourly Respite (RP1- Hourly or Daily):**

- Respite is provided in the family home or in the home of the parent's employee.
- The parent or primary caretaker is responsible to find and hire the individual(s) with whom the parent desires to obtain respite supports.
- The Division will make payment to the parent's employees through a fiscal intermediary agency based on submitted time cards.
- The parent is responsible to train and supervise employees.
- The employee must be 16 years of age or older and must comply with all appropriate Division respite policies.
- The parent will individually negotiate the hourly and/or daily rate with the employee that the parent has chosen based upon the allocated funds. The hourly wage should be based upon the level of care of the person and the prevailing market rates.
- The maximum rates for RP1 Respite will be established annually by the Department of Human Services Bureau of Internal Review and Audit. The maximum hours of billable hourly respite should not exceed six hours within any 24-hour period. Seven hours shall be billed at the RP-1 daily rate.

2. **Agency Respite Alternatives (RP2 and RP3 Hourly and Daily):**

- The Division contracts with agency respite providers who comply with Division Purchase of Service requirements to provide respite to parents and care givers of persons eligible for Division services.
- The provider is responsible to coordinate, with the family, the delivery of respite services and assure compliance with Division policies: Personnel and Supports Policy (2-7 and 2-8), and any other appropriate Division policy and procedures.
- No more than two individuals per staff will be served by the respite provider at any time. No more than four individuals will be served in one home.
- The provider will assure that respite delivered in the home of hired staff or in a facility will meet Division certification standards. The respite rate includes Direct Service staff hourly wages and benefits, administrative overhead, and travel reimbursement for individuals who drive to the family's home.

A. **Agency Hourly Respite in the Home of the Provider: (RP2 Hourly)**

- Respite is to be provided in the home of the contract provider staff.
- The maximum hours of billable hourly rate should not exceed six hours within any 24-hour period. More than 6 hours of service shall be billed at the daily rate.

PROGRAM DEFINITIONS AND STANDARDS FOR RESPITE SUPPORTS (CONTINUED)

- Hourly rate to include staff wages/benefits and administrative overhead. Staff hourly wages may be less than those provided in the RP3 model as the staff can provide services for up to two persons in the person's own home.

B. Agency Hourly Respite in the Family Home

- Respite is to be provided in the family/care giver home on a one-to-one basis.
- The maximum hours of billable hourly rate should not exceed six hours within any 24 hour period. Seven and above hours of service shall be billed at the daily rate.
- Hourly rate to include staff wages/benefits, travel reimbursement, and administrative overhead. Staff hourly wages should be greater than those provided in the RP2 model as the staff are required to go to the person's home and provide services on a one-on-one basis.

C. Agency Daily respite (seven to twenty-four hours) Provided in the Home of the Provider or in the Family Home: (RP2 Daily)

- Respite is to be provided in the family's/care giver's home or in the home of the contract provider staff.
- Seven and above hours of respite will be billed at the Daily rate. Daily RP2 respite typically is provided for persons with ICAP (Inventory for Client and Agency Planning) levels from 1 through 4.
- Because of wage and labor regulations, typically the provider will sub-contract this service to an independent contractor at an established daily rate.
- The daily rate is to include administrative overhead and subcontractor costs.

D. Daily Specialized and Medical Respite (7 to 24 hours) Provided in the Home of the Provider or in the Family Home: (RP3 Daily)

- Daily specialized and medical respite is designed for persons with challenging behaviors, and/or exceptional medical respite needs.
- Specialized/medical respite care rates typically apply for persons with ICAP (Inventory for Client and Agency Planning) level 5 or with exceptional medical needs.
- Daily Medical respite services must be designed to meet the needs of a medically fragile person by accommodating specialized equipment, and/or providing specialized medical procedures required by the person.
- Medical respite must be provided by a Licensed Health Care Professional in compliance with Division guidelines. Certain medical services are limited as to the provider's skill level.
- Daily specialized respite services must be designed to meet the specialized needs of a person who has a behavior disorder or other severe disability that may require additional staffing or other unique services.
- Specialized respite providers will be trained in Division approved behavior management techniques and crisis management services.
- The RP3 rate is individually negotiated by the region based upon the person's needs. The negotiated rate will be established somewhere between the established RP2 daily rate and the RP3 daily rate maximum.